

**SUMMARY OF THE
Field Activities Committee MEETING
APRIL 18, 2000**

The Field Activities Committees (FAC) of the National Environmental Laboratory Accreditation Conference (NELAC) met by Teleconference on Tuesday, April 18, 2000, from 1 to 3 p.m. Eastern Standard Time (EST). The meeting was led by Committee chair, Dan Bivins the U.S. Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

INTRODUCTIONS

Dan Bivins opened the meeting at 1 p.m. The President of the Source Evaluation Society observed the meeting at the request of the chair. Mr. Bivins reviewed the agenda and the actions taken during the March 2000 meeting of the joint committees. Mr. Bivins commented that Mr. John Dege had received official notice from the Board of Directors for his appointment as a member of FAC.

DISCUSSION TOPICS

Revised Draft of the General Sampling Standard

Dr. Bart Simmons was not in attendance. At least one committee member explained that he had not received the standard. Dan said that he would send it out again to all and would make sure that everyone receives a copy. Dan Bivins described that the general sampling standard may be used as a model or guide for specific programs (e.g., for ground water sampling) to be developed from this section of the new proposed chapter. Dan asked that committee members send any last comments to Bart Simmons as soon as possible. It was reiterated that the committee agreed with the approach at the previous meeting and that it supports proceeding with this standard to be presented at the annual meeting for voting.

Measurement of Source Emissions standard - Status report

Dan Bivins described the status of the draft Measurement of Source Emissions Standard (MSE) and issues related to the same. Dan noted that several new members were added to the MSE subcommittee to better reflect a broader spectrum of affected parties. Dan suggested that he meet again with the NELAC Board of Directors in May to report on the status of the MSE standard. The board agreed to meet with him in May. Dan Bivins described his meeting with the Source Evaluation Society and of their concern that there was insufficient time to adequately discuss the technical issues of the standard prior to the June NELAC meeting. Dan noted that the issues have not been discussed or agreed to in the subcommittee and that a draft similar to the March 17th version should not be voted on in June. The majority of subcommittee members agreed that a proposed outline or framework type of a standard could be proposed to work from over the next year. Dan also described how the

subcommittee should have a proposed framework standard ready for posting on the NELAC website by late April/early May. John Dege commented that the MSE should not reference other sections within the existing NELAC standards but should include the entire text within the MSE.

ELAB Meeting

Dan Bivins described his meeting with ELAB. Dan presented the issues he has heard to date and described the work in progress with the subcommittee. Dan will communicate regularly to update ELAB on the progress in the subcommittee.

Mobile Lab Issue

Peter Law stated that we need to review the language that the Accreditation Process Committee has drafted on the mobile lab accreditation and provide any needed changes. Dan said he would send the proposed language from Chapter 4 to everyone on the committee.

Draft Agenda for NELAC VI Field Activities Committee Sessions

Dan Bivins presented the draft agenda to the committee for their feedback. The committee approved the agenda but noted that last minute changes should be made if warranted.

NEXT MEETING

The next meeting of the committee Teleconference is scheduled for Thursday, May 18, 2000, from 1 to 3 p.m. EST. The call-in number and agenda will be sent to committee members.

ACTION ITEMS
FIELD MEASUREMENTS AND FIELD ACTIVITIES COMMITTEES MEETING
APRIL 18, 2000

Item No.	Action	Date to be Completed
1.	Draft Introduction to NELAC Field Activities Standards, Chapter 7 (Bart Simmons)	Done
2.	Revise draft General Sampling Standard and distribute (Bart Simmons)	Done
3.	Submit Propose General Sampling Standard and Measurement of Source Emissions Standard to NELAC for posting on NELAC website	May 1
4.	Provide comments to Accreditation Process Committee on mobile lab language in proposed standard	TBD
5.	Send out 17025 checklist to committee prior to next teleconference	May 18
Parking Lot	Draft Guidance Document and checklists for Measurement of Source Emissions (Sub-committee)	

**PARTICIPANTS
FIELD ACTIVITIES COMMITTEE MEETING
APRIL 18, 2000**

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